



## Local Government DAP Meeting Costs Reimbursement Form

DAP Procedures Manual cl. 3.7 and 3.8

**Must be submitted within 30 days of accrual date.**

Please complete the form, attach your local government tax invoice/receipts addressed to the Department of Planning, Lands and Heritage and submit to [daps@dplh.wa.gov.au](mailto:daps@dplh.wa.gov.au).

### Application Details

Local Government Name	
LDAP/JDAP Name	
Meeting Date	
Meeting Venue	

### Reimbursement Details

<b>Transaction Fee<sup>1</sup> – \$50 per Form 1 Application (GST exclusive)</b>		
DAP Application Number(s)		
Cost (excluding GST)	\$	Plus GST \$
<b>Minute Taking Details – \$28 per hour (GST exclusive) – up to a maximum of 4 hours</b>		
Duration of Meeting	Hour/s	Minutes
Duration of Minute Preparation	Hour/s	Minutes
Total Hours		
Cost (excluding GST)	\$	Plus GST \$
<b>Catering Costs<sup>2</sup> – up to \$100 per meeting (GST inclusive) – attach receipt</b>		
Cost (including GST)	\$	
<b>Security<sup>3</sup> – \$50 per hour (GST exclusive) – up to a maximum of 4 hours</b>		
Cost (excluding GST)	\$	Plus GST \$
<b>TOTAL COSTS</b>		
<b>Total Cost (excluding GST)</b>	<b>\$</b>	
<b>Total GST</b>	<b>\$</b>	
<b>Total Cost (including GST)</b>	<b>\$</b>	

### Local Government Details

Local Government Officer Name	
Signature	
Date	____/____/____

<sup>1</sup> Transaction Fees only apply to the relevant Local Government's DAP Form 1 applications.

<sup>2</sup> Catering Costs to provide light refreshments for DAP members can be claimed.

<sup>3</sup> Security must have prior approval by the Presiding Member for reimbursement.